

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet (Please read instructions on back)

3. Reason for Submission New		4. Employing Office Location Washington, D.C.	5. Duty Station Washington, D.C.	1. Position No. EPGS20047	2. Incumbency Allocation Only? May Not be IAed
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Exempt - Administrative	8. Financial Statements Required OGE-278 Required		6. BUS Code 8888	
	10. Position Status Excepted (Specify in Remarks)	11. Supervisory Status Code 8 - All Other Positions		9. Cybersecurity Code a. 000 b. _____ c. _____	
	12. Competitive Level Code	13. Competitive Area		14. Drug Testing No	
	15. Extramural %	16. Functional Class Code N/A		17. Medical Monitoring	
	18. Position Sensitivity Non-Sensitive	19. Security Clearance 0 - Not Required		20. Position Risk 3 - High	
	21. Emergency Essential	22. Developmental Position No		23. Full Performance Level Current Level	

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	Deputy Assistant Administrator for Mission Support	GS	0340	15

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such)
	Andrew Schreyer

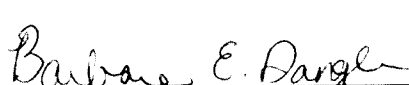
27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description U.S. Environmental Protection Agency
b. 2nd Tier Org Code H0000000	2nd Tier Org Description Office of Mission Support
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff		b. Typed Name and Title of Higher-Level Supervisor or Manager Dan Utech for Michael Regan, Administrator	
Signature DAN UTECH Digitally signed by DAN UTECH Date: 2021.09.04 09:24:11 -04'00'	Date	Signature DAN UTECH Digitally signed by DAN UTECH Date: 2021.09.04 09:24:41 -04'00'	Date

29. **Classification/Job Grading Certification:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist		30. Position Classification Standards Used in Classifying/Grading Position Handbook of Occupational Groups & Families, 12/18; PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90
Signature 	Date 9/15/21	

31. Remarks
Replaces previous PD classified 8/11/20.

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Deputy Assistant Administrator
for Mission Support
GS-0340-15**

Introduction

This position is located in the immediate office of the Office of Mission Support (OMS). The Deputy Assistant Administrator (DAA) for Mission Support serves under the direction of the Assistant Administrator (AA) for Mission Support. They are a key member of the OMS senior management team which includes the AA, the Principal Deputy Assistant Administrator (PDAA) for Mission Support, the Deputy Assistant Administrator for Administration and Resources Management, and the Deputy Assistant Administrator for Environmental Information.

The proposed incumbent of the position, requested for Schedule C, exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Assistant Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Assistant Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Assistant Administrator in correspondence and other communications with Agency managers and program officials.

Major Duties and Responsibilities

1. Supports the Assistant Administrator for Mission Support and senior management team in managing the Office of Mission Support. Works under the direction of the AA in the planning, coordination and overall direction of OMS program activities on an organization wide basis. Assists the AA in managing the work of the Office in pursuit of achieving OMS' and the Agency's mission.
2. The DAA will provide advice, guidance and technical direction for improving the organization's management structure and make recommendations to the Office of Mission Support senior management team on the need for changes in organization, methods, procedures, and policies in relation to program objectives and management programs. The DAA will provide meaningful technical advice and analysis on infrastructure, future of work, and administration and resources. The position's advice strongly influences the AA's response and approval of agency policies on these topics.
3. As a trusted authority on management practices, the DAA advises the Assistant Administrator for OMS on a variety of topics including overall program goals, objectives, policies, strategies and managerial approaches. Additional topics the incumbent advises on may include OMS budget formulation, preparation, justification and execution, financial management, work year controls, human resources management, acquisition

activities (contracts), grants management, and management and protection of EPA's facilities and other critical assets nationwide. In coordination with the OMS senior management team, the incumbent shall coordinate the development and application of OMS policies.

4. Performs complex trend analysis of existing management and administrative systems to identify trends and developments which appear to significantly influence long-range organizational plans. When making recommendations based on their analysis, the incumbent considers the broad impact of organizational plans, as well as organizational goals and mission objectives. These recommendations improve efficiency and organizational management. In coordination with the OMS senior management team, the incumbent directs actions concerning emerging problems of national significance.
5. Represents the Agency, the AA and/or OMS on various task force, panel and/or committee meetings both internal and external to the Agency. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.
6. Promotes collaborative efforts across EPA organizations and serves as a point of contact for programs to institutionalize strong partnerships in the areas of diversity and inclusion.
7. Undertakes assignments on projects of special concern to the Assistant Administrator. These assignments are usually broad-based, of an Agency-wide nature, and often involve relationships with external stakeholders. Establishes contacts at the highest levels and develops a strong network of external and internal peers in order to develop information, evaluate findings, provide consultative feedback and prepare reports incorporating conclusions and specific recommendations. The incumbent often justifies, defends, negotiates, or settles matters involving significant or controversial matters including recommendations affecting major programs. The incumbent has responsibility to influencing managers or other officials to accept and implement findings and recommendations despite contacts often having conflicting objectives and limitations to available resources. Provides information to the Assistant Administrator through personal briefings.
8. Performs other related executive duties as assigned.

Factor Levels

Factor 1 - Knowledge Required by the Position

Level 1-8; 1550 pts.

Mastery of program and organizational analysis principles, methods, practices techniques, and analytical methods. Skill in applying this mastery in developing new methods and approaches in planning, integrating and evaluating programs for the Agency. Knowledge and skill to advise

personnel inside and outside the Agency, as well as senior leadership and decision-makers, on issues of developing, communicating, or enhancing program matters involving interaction with all of the Agency's public, both nationally and internationally.

Knowledge and skill in applying management and executive concepts and principles sufficient to direct or assist the AA, PDAA, and DAAs in managing or directing, OMS programs.

Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of strategic planning, organizational design and analysis sufficient to perform long-range and short-range program planning and strategy development, and recommend implementation strategies which cut across all programs of OMS and have potential wide-ranging impact on program functions, personnel, facilities and budget. Ability to plan and manage multiple high-level and high-stakes projects with short deadlines, sets priorities.

Comprehensive knowledge of laws, regulations, policies, and issues; EPA's and OMS' mission, program responsibilities and the current status or decisions and policies; sequence of timing of key program events and milestones; and specialized terminology applicable to the work sufficient to develop recommendations, objectives or programs to address the most urgent needs of the AA; and discuss and explain controversial aspects of policy with the AA and OMS management.

In-depth knowledge of relationships with other governmental and non-governmental entities and public and private institutions; ability to target data for historical research related to OMS operations and relationships with outside parties; and analyze data collected.

Ability to perform policy analysis; knowledge of methods of evaluating the worth of program accomplishments; and ability to recommend action for improvement in the effectiveness of relationships between OMS/Agency mandates and goals of stakeholders sufficient to develop, extend or modify the purpose, function or direction of national level programs. Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and nontechnical audiences.

Skill in oral communication sufficient to make presentations to senior leadership, and represent OMS in public fora.

Factor 2 - Supervisory Controls

Level 2-5; 650 pts.

Incumbent is a recognized authority in the analysis and evaluation of programs and issues and is subject only to administrative and policy direction concerning overall project priorities and objectives. Incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy direction. Incumbent has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed

for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled. Findings and recommendations are normally accepted without significant change.

Factor 3 – Guidelines

Level 3-5; 650 pts.

Guidelines consist of laws, regulations, and directives, Agency and OMS policies, basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of Agency management. The employee uses judgment and discretion in determining intent and in interpreting existing policy and guidance for use by others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation.

Factor 4 – Complexity

Level 4-6; 450 pts.

The work consists of the analysis of broad functions and processes which may affect all OMS operations. Plans, organizes, and completes analytical studies involving the substance of key Agency programs that will enhance the ability of OMS to implement programs and policies, measure their effectiveness and enact change to processes as necessary. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent in program actions.

Factor 5 - Scope and Effect

Level 5-6; 450 pts.

Performs very broad and extensive work assignments related to Agency programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements about which Department, Agency, or Region within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups. Recommendations involve highly significant program or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency or affect large numbers of people on a long-term, continuing basis.

Factor 6 - Personal Contacts

Level 6-4; 110 pts.

Personal contacts are with high-ranking officials both inside and outside of the Agency, including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency and Office stakeholders. Contacts are also with persons outside the Agency which may include Congressional contacts, political officials, consultants, contractors or

business executives. Contacts include the head of the Agency, Regional and program officials at all managerial levels.

Factor 7 - Purpose of Contacts

Level 7-d; 220 pts.

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8 - Physical Demands

Level 8-1; 5 pts.

The work is primarily sedentary, although some light physical effort may be required.

Factor 9 - Work Environment

Level 9-1; 5 pts.

Work is typically performed in an adequately lighted and climate-controlled office. May require occasional travel.

TOTAL POINTS: 4090

GS-15 Grade Range: 4055 - up